

ODP-4211-77

30 NOV 1977

File 1D1A

CC: SAFE

DIA Declassification/Release Instructions on File

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM

:

[REDACTED]

Chief, Special Projects Staff/ODP

STATINTL

VIA

:

Clifford D. May, Jr.
Director of Data Processing

SUBJECT

:

Consolidated SAFE Project Office - Memorandum
of Understanding and Management Plan

REFERENCES

:

- a. Letter for D/DIA from DCI, dated
26 Sept. 1977
- b. Memo for DCI from D/DIA, dated
30 Aug. 1977, subject - Management
of SAFE/ADISS Projects

1. The enclosed Memorandum of Understanding and Management Plan have been prepared in accordance with the references, for approval by the DCI by 1 December 1977.

2. Two iterations of drafts of these documents were reviewed by OL, OF, OS, OP, ODP, OGC, OCR, Comptroller's Office and DD/NFAC within CIA and informally within the DIA. Comments from these offices were incorporated in the enclosed documents.

3. The formal coordination is with DD/NFAC, Comptroller, OGC and A/DDA within CIA and is proceeding in parallel through DIA to D/DIA.

4. The coordinated documents should be forwarded to the DCI via the AD/DCI for signature and forwarding to D/DIA for concurrence. The DCI may wish to contact the D/DIA by phone since coordination is being carried out in parallel and the DCI has the original.

SUBJECT: Consolidated SAFE Project Office - Memorandum
of Understanding and Management Plan

5. If further changes are required we stand ready to
respond at once.

STATINTL

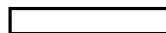


Attachments: (As stated)
Memorandum of Understanding
Management Plan
References a and b

Distribution:

- 5 - DIA
- 1 - Acting DDA
- 1 - D/ODP
- 1 - DD/NFAC
- 1 - D/OCR
- 1 - Compt/CIA
- 1 - General Counsel/CIA
- 1 - ODP Registry

STATINTL

:mer (30 Nov. 1977)

MEMORANDUM OF UNDERSTANDING

Between

The Director of Central Intelligence

and

The Director, Defense Intelligence Agency

SUBJECT: Joint Management of the Consolidated SAFE (Support for the Analysts' File Environment) Project

REFERENCES: a. Letter for D/DIA from DCI dated 26 Sept. 1977

b. Memo for DCI from D/DIA dated 30 Aug. 1977;
subject - Management of SAFE/ADISS Projects

1. PURPOSE AND SCOPE - The purpose of this Memorandum of Understanding is to set forth the basic agreements between the Director of Central Intelligence and the Director, Defense Intelligence Agency for [consolidating the CIA SAFE and DIA ADISS Projects. This consolidation will enable] the joint development of a computerized information handling system servicing the needs of both CIA and DIA analysts. A Project Management Plan (attached) defines operating procedures, staffing needs, management methodology and oversight arrangements as outlined in reference a. MM

2. BACKGROUND - The Congressional Conference Report on the FY 1977 budgets for the two Agencies recommended coordinated SAFE/ADISS development efforts to achieve "maximum commonality" and hence cost savings. The two Agencies met initially in October 1976 and frequently thereafter to identify areas that are common to the two systems. During the fourth quarter of FY-77 an independent contractor also conducted a study to assess potential commonality of the two systems and a working group under IC Staff leadership developed a plan for forming a joint project office. In August and September 1977 the D/DIA and the DCI concurred in the immediate formation of a joint project office as outlined in references a and b.

SUBJECT: Joint Management of the Consolidated SAFE (Support for the Analysts' File Environment) Project

3. TERMS OF THE AGREEMENT - It is hereby agreed that:

a. A joint project will be undertaken by CIA and DIA to develop an information system capable of satisfying both the CIA[analysts]requirements as described in the CIA SAFE Functional Requirements Document and DIA requirements as specified in the ADISS Master Plan of 10 June 1977 and further refined in the DIA System Definition Study initiated in August 1977. The system design{will} minimize *should* system cost by taking maximum advantage of opportunities for common development and procurement of hardware and software. The Project will be called SAFE, (Support for the Analyst File Environment).

b. The responsibility for SAFE development will be assigned to a jointly-staffed, Consolidated SAFE Project Office (CSPO) which will receive administrative support from the Director of Data Processing/CIA. CIA will provide office space for the project.

c. The CSPO is responsible to the Director, CIA and the Director, DIA for the satisfaction of validated requirements within their respective Agencies. The Project Director will be appointed by the CIA and the Deputy Project Director will be appointed by the DIA. The specific positions and time phasing of the initial staff[(estimated at 26 CIA positions and 11 DIA positions)] will be detailed in the Project Management Plan.

why not put \$ in CIA budget?
? { d. An annual Project Budget will be developed by the CSPO with each Agency's share identified. Each Agency will include funds and positions for the SAFE Project within its annual budget submission. Upon Congressional approval, ^{DIA} funds will be transferred to the CIA's Office of Finance/DDA. *Idn't understand? CIA funds to go to OF?* }

e. The CSPO will provide periodic reports *as* outlined in the Project Management Plan. In addition, an annual report will be submitted to the Director, CIA and Director, DIA [on the degree of commonality, attendant cost savings, and satisfaction of requirements.] *to the undersigned or their designees*

f. The CSPO will operate within the guidelines of the attached SAFE Project Management Plan.

Approved For Release 2002/05/29 : CIA-RDP84-00933R000200070003-2

SUBJECT: Joint Management of the Consolidated SAFE (Support
for the Analysts' File Environment) Project

CONCUR:

Director of Central Intelligence

Date

Director, Defense Intelligence Agency

Date

S A F E

P R O J E C T M A N A G E M E N T

P L A N

1 DECEMBER 1977

PREPARED BY THE

CONSOLIDATED SAFE PROJECT OFFICE

EXECUTIVE SUMMARY

The Congressional Conference Report on the FY 1977 Budgets for the CIA and DIA recommended coordinated development of the CIA's SAFE (Support for the Analysts' File Environment) and DIA's ADISS (Advanced Defense Intelligence Support System) projects. In August and September of 1977 the Director, Defense Intelligence Agency and the Director of Central Intelligence concurred in the immediate formation of the Consolidated SAFE Project Office (CSPO).

The CSPO will be responsible for the development of a system that satisfies the CIA and DIA Intelligence Analysts' and user requirements as defined and validated by each Agency. This effort will encompass not only the common requirements but also those unique to each Agency. It will be directed towards maximizing cost savings through common development, procurement and service for both Agencies.

The CSPO will be staffed from both Agencies but housed within CIA for administrative support. It will be responsible to the Directors of both Agencies for carrying out the mission as stated herein under the guidelines specified in the Memorandum of Understanding between the Director of Central Intelligence and the Director, Defense Intelligence Agency (dated 1 December 1977)

The currently contracted (CIA SAFE and DIA ADISS) efforts will be redirected to result in the selection of one prime contractor to develop the SAFE System. Support contracts will be awarded to support definition and analytical efforts of the CSPO.

The CSPO will report monthly, quarterly, and semi-annually on the Program's progress and funding status to appropriate authorities as identified in Section VI, Oversight and Reporting. A jointly chaired CIA/DIA Steering Committee will review the Project quarterly and will be available to resolve any inter-agency problems.

Summarily and additionally, this plan:

- o Describes the strategy for coordination and establishes the structure for consolidated management,
- o Specifies joint funding arrangements for the transfer of funds to the CSPO for development and procurement actions,

- o Describes how user requirements will be accommodated,
- o Lists milestones for the planned development.

SAFE PROJECT MANAGEMENT PLAN

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ACRONYMS AND ABBREVIATIONS

ADISS	-	Advanced Defense Intelligence Support System.
ADP	-	Automatic Data Processing.
ADSTAR	-	Automatic Document Storage and Retrieval System.
AIRES	-	Advanced Imagery Requirements and Exploitation System.
CIA	-	Central Intelligence Agency.
COINS	-	Community On-line Intelligence System.
COMPT/CIA	-	Comptroller of CIA.
CSPO	-	Consolidated SAFE Project Office.
DCI	-	Director of Central Intelligence
DCP	-	Design Competition Phase of the initial CIA SAFE Project.
D/DCI/ICS	-	Deputy to DCI for the Intelligence Community Staff.
DDA	-	Deputy Director for Administration/CIA.
D/DIA	-	Director of Defense Intelligence Agency.
D/NFAC	-	Director of National Foreign Assessment Center/CIA.
D/OCR	-	Director of Office of Central Reference/NFAC/CIA.
D/ODP	-	Director of Office of Data Processing/DDA/CIA.
DD/DIA	-	Deputy Director of Defense Intelligence Agency.
DIA	-	Defense Intelligence Agency.
NFAC	-	National Foreign Assessment Center.
NFIP	-	National Foreign Intelligence Program.
OCR	-	Office of Central Reference/NFAC/CIA.

ODP - Office of Data Processing/DDA/CIA.

RCC - Deputy Comptroller/DIA.

RS or
RS/DIA - Deputy Director for Resources and Support/
Comptroller/DIA.

SAFE - Support for the Analysts' File Environment.

SP or
SP/DIA - Systems Planning Office/DIA.

VP - Vice Director for Production/DIA.

SECTION I

INTRODUCTION

1.1 PURPOSE AND SCOPE OF PLAN

This document establishes the Consolidated SAFE Project Management Plan under the guidelines delineated in the CIA/DIA Memorandum of Understanding dated 1 December 1977. It provides for the joint development of an information handling system which will be designed to satisfy DIA and CIA intelligence requirements as referenced in paragraph 1.3 of this Management Plan.

The management approach is based on the premise that an overall system design can be developed which will satisfy user requirements of both Agencies. The goal of joint management is to reduce development, procurement and maintenance cost by capitalizing on commonality.

The scope of this plan is limited to developing and implementing a system which will meet the objectives outlined in paragraph 1.3.

This document encompasses the organizational mission, system objectives, management approach, CSPO organization/functions, and financial management and oversight.

It is anticipated that the system will be turned over to operational organizations within each Agency upon acceptance. The detailed planning for system transition and operation will be accomplished in coordination with the appropriate directorates within the respective Agencies as the system design is developed.

1.2 MISSION STATEMENT

The Consolidated SAFE Project Office will define, develop and bring to operation the SAFE System to satisfy the needs of the production analysts and users in the CIA and the DIA. Further, it will take maximum advantage of requirements and functions common to both Agencies to minimize system development, procurement, maintenance and operating costs.

1.3 SYSTEM OBJECTIVE

The SAFE System objective is to support improvement in the timeliness, quality, and effectiveness of intelligence data used to produce information for policy/decision makers and military commanders. Modern automatic data processing tools and communications will be provided to:

- o Assist in the analytical process by making available hardware and software techniques for manipulating and correlating intelligence data,
- o Support the management, production and dissemination of finished intelligence,
- o Assist in the intelligence assessment process and collection requirements process,
- o Permit data interchange with other systems at both national and field levels, (e.g., NMIC, COINS, AIRES, ADSTAR, and intelligence handling systems at Unified and Specified Commands)
- o Permit accommodations for future requirements,
- o Enable restructuring and redesigning of intelligence database holdings for efficient operational utilization,
- o Support a security environment consistent with established policies and procedures.

The SAFE System will encompass those user requirements defined by CIA's SAFE Functional Requirements Document (as maintained) and the ADISS Master Plan of 10 June 1977 as detailed and amended by the contracted (Aug. 77) System Definition Study. The System will address all elements of these requirements, those unique to each Agency as well as those common to both Agencies.

SECTION II

MANAGEMENT

2.1 APPROACH

The Consolidated SAFE Project Office will carry out the SAFE development by managing the currently contracted efforts of each Agency and future development, procurement and support efforts. The objective is to have the system development performed by one contractor with technical service contractors as required to support the CSPO's activities.

The CIA SAFE Design Competition Phase (DCP) contracts will result in selection of a prime contractor for the development of the System.

The DIA SAFE System Definition Contractor will complete documenting and analyzing the following DIA tasks:

- o User requirements,
- o System data sources and flow,
- o System data base structure and management,
- o Viable alternatives.

This contractor will then be tasked to define interface and integration requirements to other systems in DoD.

The CIA contractor for Design Support Services will continue the support tasks currently assigned, particularly in the user language/work station requirements development area, until the prime contractor is selected. At that time the CIA and DIA (support) contractors' roles will be narrowed to analytical staff support and technical tasks to complement the CSPO's capabilities.

2.2 PROJECT PHASING

The SAFE Program will be carried out in five phases as follows:

2.2.1 REQUIREMENTS DEFINITION (1975 - MARCH 1978)

This phase provides for the delineation of those functions which the users expect the System to perform to support their needs. At all times there will be a set of baseline requirements against which development is taking place and a set of priority ordered changes against which future plans will be made.

The initial set of requirements for (CIA) SAFE was released in June of 1977 and will be updated in January of 1978 as a baseline document for use in system definition. The baseline requirements for DIA SAFE will be detailed (within the scope of the 10 June 1977 ADISS Master Plan) by March 1978. These sets of requirements will be integrated by the CSPO to define the total SAFE system. The integrated requirements will be given to the DCP contractors to permit them to define a system to satisfy both Agencies.

2.2.2 SYSTEM DESIGN COMPETITION (OCTOBER 1977 - JUNE 1979)

During this phase the initial CIA SAFE Design Competition Phase contracts will be extended to include the DIA requirements noted above. In addition, the results of the other DIA System Definition tasks will be integrated into the overall system design. The Design Competition Phase contracts will result in detailed System Acquisition Proposals. These proposals will be evaluated on the bases of cost, performance and risk and the winner will proceed to the System Development and Acquisition Phase.

2.2.3 SYSTEM DEVELOPMENT AND ACQUISITION (JULY 1979 - 1982)

During this phase the winner of the Design Competition Phase will become the prime contractor for the SAFE System. The system design will be further detailed and analyzed leading to Requests for Proposals being issued for the standard hardware and software. Development work will be initiated for software and any special hardware required. The standard hardware and software will be acquired during this phase to support development activity and for total system delivery to the government.

2.2.4 INSTALLATION, TESTING AND ACCEPTANCE (1981 - 1983)

Because installation, testing and acceptance plans are dependent on system architecture and budget levels, these plans will be detailed in the System Acquisition Proposals at the end of the Design Competition Phase.

A phased installation will be sought with a core of basic elements brought to an initial operating status. Upon completion of successful testing and acceptance the remainder of the system will be built on this core.

2.2.5 OPERATIONS (1983 -)

An operational group within each Agency (RS within DIA and ODP within CIA) will operate and manage the system. The CSPO will work in close coordination with these respective groups to plan transition phasing and ensure that the transition to operational status is successful. These operational groups, in close coordination, will maintain the system and respond to evolving requirements as delineated by both Agencies.

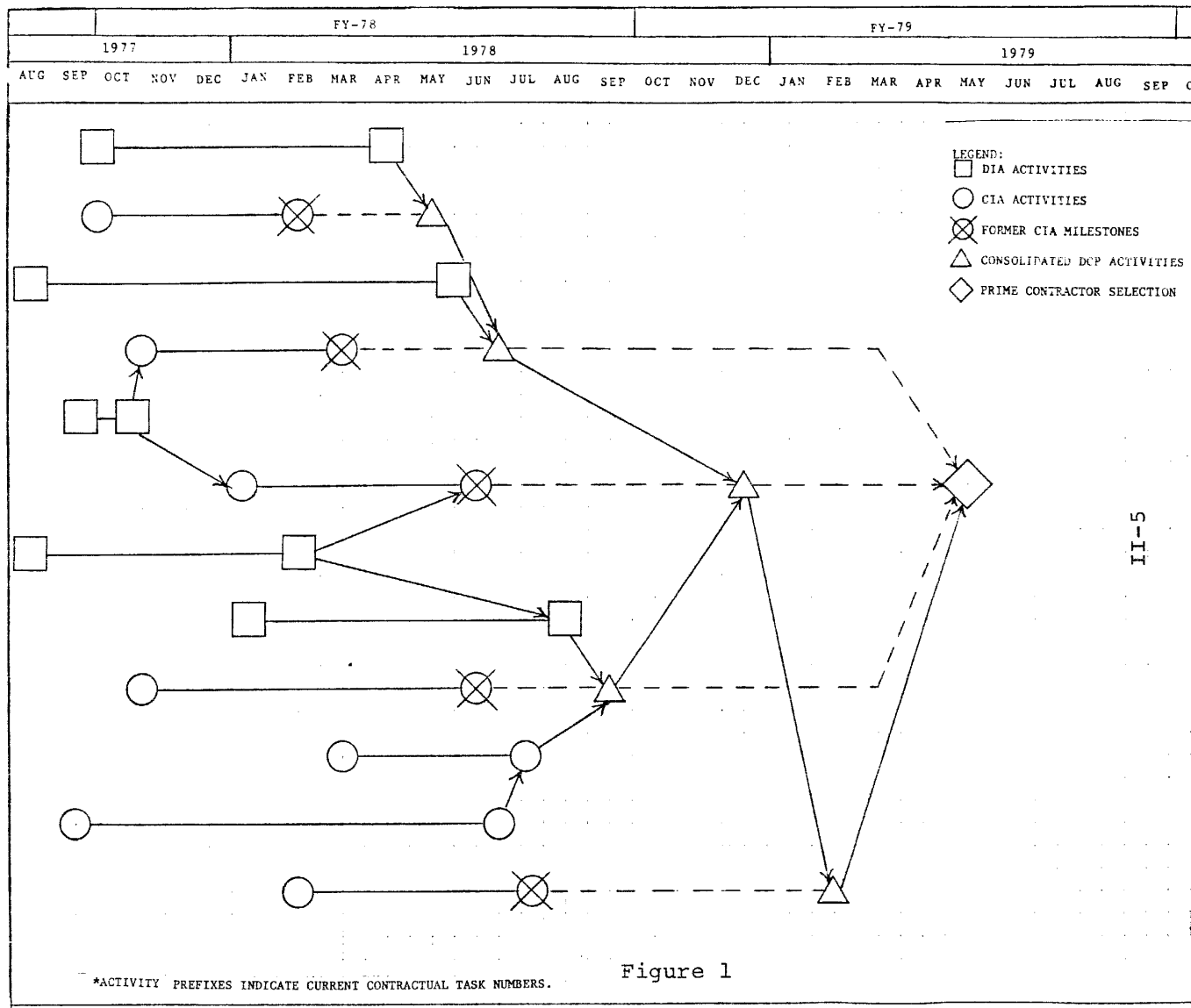
2.3 MAJOR PROJECT MILESTONES

The following major milestones represent planning prior to consolidation of the technical programs and will be updated quarterly.

- | | | |
|-----|---|-------|
| 1. | Establishment of the CSPO | 10/77 |
| 2. | Concurrence of the Memorandum of Understanding and SAFE Project Management Plan | 12/77 |
| *3. | Extension of the Design Competition Phase contracts | 1/78 |
| *4. | Receive DIA's: | |
| | (a) System Definition Functional Requirements Document | 3/78 |
| | (b) Data Flow and Source Analysis Document | 5/78 |
| | (c) Database Analysis Document | 6/78 |
| | (d) Alternative Analysis Document | 9/78 |
| 5. | Select Prime Contractor | 6/79 |
| 6. | Receive System Implementation Plan | 8/79 |
| 7. | Initiate Site(s) Selection/Preparation | 10/79 |
| 8. | Select Hardware | 4/80 |
| 9. | Receive Initial System Deliveries | 3/81 |
| 10. | Initial Operational Capability
(date based on (DIA/CIA) FY 1979 Budget of \$3.7 million) | 3/83 |

*FIGURE 1 shows the detailed relationships of the DIA Systems Definition Contract and the CIA Design Competition Phase contracts. It shows the pulling together of those two efforts in FY 1978 and the evolution, in FY 1979, to a single system design. Additional contractual support will be initiated in FY 1978 to provide systems integration and interface planning, validation and verification, and to expand the Design Competition Phase contracts to include DIA requirements.

ACTIVITIES*



II-5

SECTION III

PROJECT OFFICE

3.1 PROJECT DIRECTION

The Consolidated SAFE Project Office has been charged by the Directors of both Agencies for development of a system responsive to the users' needs. The CSPO is responsible for the conduct of the SAFE Project.

3.1.1 ORGANIZATION AND FUNCTIONS

The CSPO will be an element of the CIA's Office of Data Processing. The CSPO will be made up of the following components (as shown in Figure 2) with functions as indicated below.

3.1.2 PROJECT PLANNING AND CONTROL

The Chief of Project Planning and Control is responsible for:

- o Development and maintenance of Project plans and for development of control mechanisms, tools and displays for use by all elements of the Project.
- o Preparing responses to queries in preparation for budgetary hearings.
- o Logistic and site planning for the system.
- o Document controls and configuration management.
- o Operational requirements and transition planning.
- o Budget and Financial Management:
 - Technical preparation of the budget.
 - Proper accounting of all Project resources.
 - Certifying the availability of funds for all procurement actions.

- Understanding budgetary procedures within each Agency and working in close coordination with the appropriate Agency Directorates to ensure adherence to budgetary cycles and procedures.

3.1.3 SYSTEM DEVELOPMENT AND ACQUISITION

The Chief of System Development and Acquisition is responsible for:

- o Managing the system design, development, integration, testing, acceptance and transition to operation.
- o Monitoring and providing advice on related development programs in other components of DIA and CIA.
- o Providing technical oversight and contract management for the principal contracted effort.

3.1.4 SYSTEMS ANALYSIS

The Chief of Systems Analysis is responsible for:

- o Integration of CIA and DIA requirements in coordination with the Requirements and Database Administration components.
- o Reliability and test programs.
- o Monitoring support contracts.
- o Defining interfaces to other systems.
- o Validation and verification of system cost-effectiveness, performance and architecture.
- o System security.
 - Ensuring that the system attains the level of security commensurate with the standing policies and security levels of information contained in the system's files.
 - Providing security advice to the Project Director and other staff components.

3.1.5 DATABASE ADMINISTRATION

The Chief of Database Administration is responsible for:

- o Identification and definition of all databases on the system to include recommendations for combined use and support where practicable.
- o Identification of maintenance responsibility for for all files.
- o Coordination with System Development and Acquisition and Requirements components to ensure that database structures and management are responsive to users' needs.

3.1.6 REQUIREMENTS

The Chief of Requirements is responsible for:

- o Identification and assembly of all intelligence requirements of the users in each Agency.
- o Ensuring the validation and priority ranking of requirements with each Agency.
- o Developing (in coordination with Project Planning and Control) substantive justification for Project resources.
- o Advising the Project Director and Deputy Director on all requirements matters.
- o Establishing and monitoring all appropriate control and reporting procedures for requirements.
- o Validating (in coordination with System Development and Acquisition and System Analysis components) that the SAFE System satisfies users' requirements.

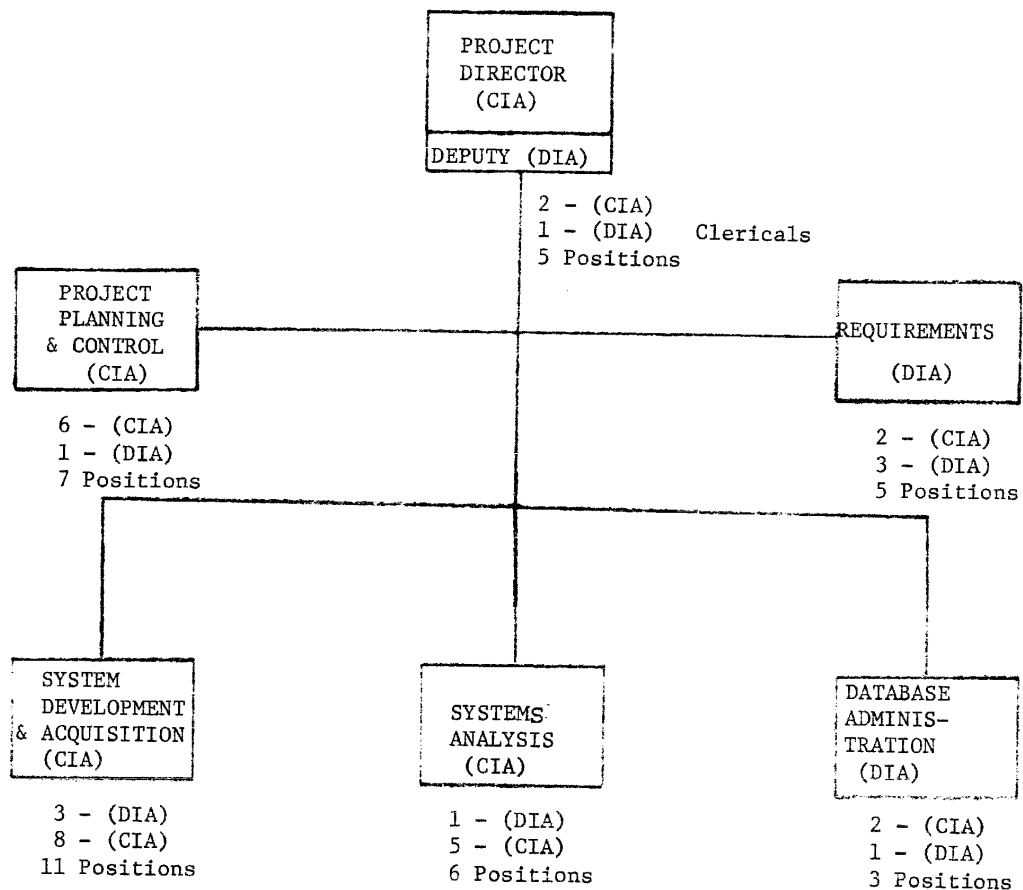
3.2 STAFFING REQUIREMENTS

The staffing estimates (shown in Table 1) are based on the following premises:

- o The organizational functions as outlined above are carried out by CSPO.

- o The DIA System Definition and validation/verification are contracted efforts (accounting in part for the CIA/DIA manning disparity). The Rome Air Development Center will provide DIA with technical assistance and contract administrative support.
- o The CSPO integrates requirements and provides technical as well as management oversight to the prime contractor.
- o The CSPO is provided administrative support by the CIA.
- o DIA personnel assigned to the CSPO must meet CIA Security Standards including full field investigation and polygraph interview.
- o Both Agencies will proceed immediately to fill vacancies and will be fully staffed by 1 April 1978.

CONSOLIDATED SAFE PROJECT OFFICE ORGANIZATION



III-5

FIGURE 2

STAFFING ESTIMATES

(Parenthetical numbers represent CIA/DIA positions respectively).

	78	79	80	81	82
PD/DPD*	5 (3/2)	5 (3/2)	5 (3/2)	5 (3/2)	5 (3/2)
PP&C	7 (6/1)	10 (7/3)	** 18 (11/7)	** 25 (13/12)	** 25 (13/12)
REQMNTS	5 (2/3)	4 (1/3)	2 (1/1)	2 (1/1)	2 (1/1)
SD&A	11 (8/3)	15 (10/5)	16 (11/5)	16 (11/5)	16 (11/5)
SA	6 (5/1)	8 (6/2)	6 (4/2)	6 (4/2)	6 (4/2)
DBA	3 (2/1)	4 (2/2)	4 (2/2)	3 (1/2)	3 (1/2)
	37	46	51	57	57
	(26CIA/11DIA)	(29/17)	(32/19)	(33/24)	(33/24)

* Includes 3 clericals who support the total staff.

** Includes operations personnel to support initial operation in CIA/DIA and planning personnel to support applications programming in DIA.

Table 1

SECTION IV

SYSTEM FUNCTIONAL REQUIREMENTS

4.1 RESPONSIBILITIES

The Statement of User Requirements for the SAFE System will continue to be the responsibility of the individual Agencies. This information will be obtained from the Systems Analysis Staff of the Office of Central Reference (SAS/OCR/NFAC) for the CIA and from the DIA SAFE User Requirements Manager who will be the focal point within DIA for user requirements.

The CSPO will integrate the requirements of both Agencies and support revalidation of these requirements within each Agency (NFAC for CIA and VP for DIA). The integrated requirements will be those against which the system will be developed.

The CSPO will maintain this integrated set of requirements in the form of a consolidated SAFE Functional Requirements Document. This document and all modifications will require the concurrence of the OCR/NFAC in CIA and VP/SP in the DIA.

4.2 CLARIFICATION AND RESOLUTION

Clarification and resolution of system inconsistencies in the satisfaction of the requirements will be accomplished through a Joint Requirements Board consisting of the Chief, SAS/CIA and the DIA Requirements Manager and chaired by the Project Director.

SECTION V
FINANCIAL MANAGEMENT

5.1 BUDGET

The CSPO will prepare a program budget annually in conjunction with each Agency's budget calendar. This budget will cover Project expenses including personnel salaries and benefits.

The budget will identify the total system costs, indicating the portion attributable to each Agency's unique requirements and the equal proration for common elements.

The CIA's SAFE Resource Package will be included in ODP's Budget Submission and DIA's SAFE Resource Package will be included in RCC's ADP submission.

Each Agency will include its identified costs in its annual budget submission in accordance with its own procedures. The CSPO will coordinate the resources packages of each Agency to ensure that varying priority levels do not permit discontinuities in the Program.

It is anticipated that the SAFE Project will be identified as a consolidated line item in the National Foreign Intelligence Program's Congressional Budget Submission.

The budgetary process is as shown in Figure 3.

5.2 OBLIGATION OF FUNDS

Expenditures against the budget will be planned by quarters for each fiscal year and will be reported quarterly against the plan. The plan and reports will identify the application of funds against each Agency's requirements.

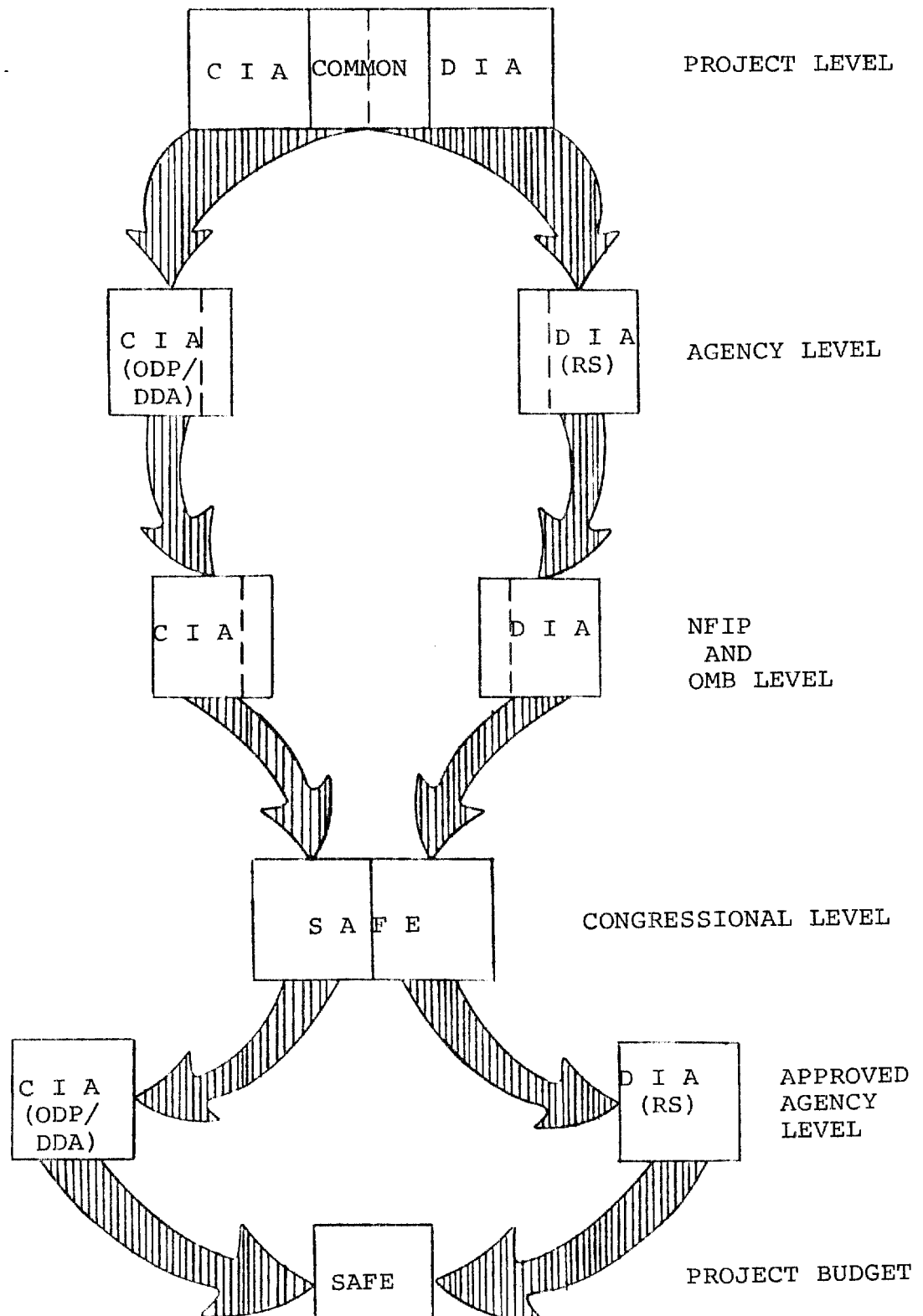
The DIA total funding level for each fiscal year will be confirmed by the DIA Comptroller (RS) to the CSPO using the Military Interdepartmental Purchase Request (DD Form 448). DIA will advance funds to the CIA's Office of Data Processing under the Economy Act based on SF 1080 billings from CIA. CIA will provide certified summary accountings on a quarterly basis both for costs to satisfy common requirements and those requirements unique to each Agency. These summary accountings,

reflecting costs to the sub-object level, will represent the final accountings for advanced funds.

The proration of costs for the total system design and developments to satisfy common requirements will be on a 50/50 basis. The proration of costs for other acquisitions and procurements will be based on each Agency's expected usage, needs, and quantities.

The obligation of funds will be in accordance with standard ODP/CIA procedures.

ANNUAL PROJECT BUDGET CYCLE



SECTION VI

OVERSIGHT AND REPORTING

6.1 OVERSIGHT

The CSPO's reporting channel to the Director of the CIA will be through the Office of Data Processing, the Deputy Director for Administration, and Deputy Director of Central Intelligence. The reporting channel to the Director, DIA will be through the Systems Planning Office (SP).*

A Steering Committee consisting of the DD/NFAC/CIA**, DDA/CIA, SP/DIA, and VP/DIA** will review and approve the annual Program plan and budget. It will provide guidance on policy issues and will resolve issues that the CSPO cannot resolve.

This Steering Committee will review the Project quarterly to ensure that the System being developed is responsive to the users' needs and that the Project is progressing satisfactorily. The quarterly reviews will encompass plans, accomplishments, activities, and problems.

6.2 REPORTING

Monthly, quarterly, and semi-annual reports and briefings will be provided as noted in Table 2. The quarterly reports will cover the preceding quarter's results and current quarter's plans and will include financial status of the Project for the fiscal year. The semi-annual reports will cover the total Project status and activity to date and technical and financial plans for the completion of the Project.

On those months when quarterly and semi-annual reports are due, monthly reports will be incorporated into those quarterly and semi-annual reports.

The CSPO will produce the reports and schedule briefings no later than 10 working days after the end of the reporting period.

* The DIA reporting channel will change from SP to RS at completion of the System Functional Design.

** Co-Chairman

PROJECT REVIEWS AND CONTROLS

	DCI D/DIA	DD/NFAC/ CIA DDA/ CIA	D/OCR/ CIA D/ODP/ CIA	DD/DIA RS/DIA COMPT/ CIA	SP/DIA VP/DIA	D/DCI/ ICS
Semi-Annual Briefings and Reports	X	X	X	X	X	X
Quarterly Briefings and Reports		X	X	X	X	X
Monthly Briefings and Reports			X		X	

Table 2

77-1959/3A

Approved For Release 2002/05/29 : CIA-RDP84-00933R000200070003-2

Lieutenant General Eugene F. Tighe, Jr., USAF
Director, Defense Intelligence Agency
Washington, D.C. 20301

ODP # 1452.22

Dear Gene:

I was pleased to receive your thoughts on joint SAFE and ADISS project management, and I endorse your approach to the timely consolidation of these projects. I have consequently directed my staff to modify the existing SAFE project organization immediately to accommodate this change. The initial tasks for this joint CIA/DIA project office should be to:

- (a) Draft and coordinate an administrative Memorandum of Understanding for joint signature, not later than 1 December 1977;
- (b) Prepare an accompanying Project Management Plan (also for approval by 1 December 1977) detailing:
 - 1) how the project will be managed;
 - 2) how user requirements will be accommodated;
 - 3) appropriate project oversight arrangements;
 - 4) reporting responsibilities to the respective agencies;
 - 5) joint project office staffing requirements;
 - 6) programming, budget, and funding procedures.

As we enter into this joint endeavor, appropriate program and budget reporting procedures should be established to insure that any SAFE/ADISS budget presentations to Congress are clearly separated from the more general agency-peculiar ADP problems. For example, it should be understood by all parties that the joint SAFE/ADISS program alone is not intended to solve unique DODIS problems.

I am confident that, through this cooperative interagency effort, we can realize the cost savings inherent in common development, while insuring responsiveness to the needs of the participating agencies.

Yours,

/s/ Stanfield Turner

STANSFIELD TURNER

STAT

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30 AUG 1977

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STATINTL

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Management of SAFE/ADISS Projects

1. I have reviewed the Booz-Allen and the SAFE/ADISS Working Group Studies and believe the following proposals embody the best of these efforts with added emphasis toward achieving early commonality.

- a. Management of the ADISS Project be consolidated under the existing SAFE Project Office.
- b. The ADISS Project Manager serve as deputy to the SAFE Project Manager.
- c. On-going and scheduled system definition studies be used to develop an overall system specification converging to a common system design with a single contractor.
- d. Details of project administration, to include funding arrangements, be worked out in a memorandum of understanding.
- e. Project consolidation be effective 1 September 1977 and that the memorandum of understanding be approved within 90 days.

1 SP -A

2. I request your concurrence in this approach. In the meantime, I have directed my staff to work with the CIA staff to do the necessary preliminary work on this proposal.

COORD CY
SP CY
PMO CY
R/F CY
CS-1 CY
DR CY

EUGENE F. TIGHE
Lieutenant General, USAF
Director

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

CDR # 4068-77

NOV 1977

STATINTL

[redacted]
Deputy Director for Resources
and Support/Comptroller
Defense Intelligence Agency
Washington, D.C. 20301

Dear [redacted]

STATINTL

STATINTL

Confirming my recent telephone conversation with [redacted] of your office, a tour of CIA Headquarters facilities has been arranged for you the afternoon of Wednesday, 16 November. If you will plan to arrive at the reception desk in our Headquarters Building at 1145 hours, I will meet and escort you. As indicated on the enclosed schedule, lunch has been arranged in our Executive Dining Room with Mr. James Taylor, Comptroller, and Mr. James McDonald, Director of Logistics, to be followed by visits to those areas which you indicated were of interest.

I would also like to take this opportunity to thank you for the considerable assistance, time, and effort provided by DIA personnel who assisted in our mutual efforts to determine the feasibility of collocating certain DIA and CIA facilities at our Langley Headquarters site. The full cooperation they provided and personal consideration they showed to me and to other Agency representatives were very much appreciated. Please extend our thanks to each of those who participated.

I look forward to seeing you on 16 November.

Sincerely,

STATINTL

[redacted]

Enclosure

STATINTL

Distribution:

- Orig. - Adse, w/enc.
- 1 - J. Taylor, Comp, w/enc.
- 1 - [redacted] nc.
- 1 - [redacted] enc.
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- 1 - [redacted] ES/OC, w/enc.
- 1 - J. McDonald, D/L w/enc.

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OL/RECD/ (8 November 1977)

CIA SUPPORT ORIENTATION ITINERARY

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Deputy Director for Resources and Support/Comptroller, DIA

16 November 1977

STATINTL

1145

Arrive at Headquarters
 will meet at
receptionist area)

1200 - 1300

Lunch, Executive Dining
Room with Mr. James
Taylor, Comptroller and
Mr. James McDonald,
Director of Logistics

1300 - 1700

Tours

1300-1330

~~1330-1430~~

→ 1430-1530

1530-1545

1545-1700

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